



State of Tennessee
Department of Finance & Administration
Travel Reimbursement Information Processing System (TRIPS)
Security Maintenance

Agency Name _____

Privilege Requested

- ☐ Agency Administrator for any and all Allotment Codes within the following STARS Administering Agency Code: _____
- ☐ Agency Administrator for the following Allotment Code: _____
(Administrator must be assigned to this Allotment Code in SEIS)
- ☐ Reporting Access for Administering Agency Code: _____
- ☐ Auditor (Comptroller Division of State Audit or F&A Accounts *only*)
- ☐ NavMail Administrator (F&A OSTS *only*)
- ☐ Security Administrator (F&A OSTS *only*)
- ☐ Statewide Administrator (F&A Accounts *only*)
- ☐ Systems Administrator (F&A OSTS *only*)

Name _____

Position _____

Social Security # _____ RACF ID # _____

E-mail Address _____

Telephone _____ State Employee ? ☐ (Y/N)

Work Address _____

Does this person currently have access to TRIPS AdministratER? ☐ (Y/N)

For Administrators:

I agree to limit my access to TRIPS tables to the minimum extent necessary to carry out the functions assigned to the specific Administrator role in the TRIPS Procedure Manual and AdministratER Configuration Manual. I will not simultaneously serve as a TRIPS Approver.

Signature

Date

Authorized By:

Name of Agency Fiscal Officer
or Agency Head

Signature

Date

For Division of Accounts Use:

Approved By

Signature

Date

Administrator Type: _____

Filter By: ☐ Admin. Agency

Group Name: _____

☐ Dept. and Div.

Requested privileges may be granted only by the TRIPS Security Administrator, following approval by the Division of Accounts, Department of Finance and Administration